

**Head Start, Inc.
615 North 19th Street
Billings, MT 59101**

◀ VACANCY ANNOUNCEMENT ▶

INTERNAL/EXTERNAL OPENING

POSITION: Teacher

WORKSITE: 615 N. 19th St.
Billings

RATE: \$467.64 - \$631.08 per week
Depending on education/experience

OPENING DATE: May 4, 2017

CLOSING DATE: until filled

JOB DUTIES: See Attached Job Description

QUALIFICATIONS: Bachelor degree in Early Childhood Education or Elementary Education, with Early Childhood Education (ECE) concentration. Minimum of one year early childhood teaching experience; or minimum qualifications of two year degree in ECE or related field with two years early childhood teaching experience.

WORK SCHEDULE: 36 hours per week

HOW TO APPLY: Submit Current Resume, Transcripts
& Completed Head Start Application Form

**Dee Dee Kane
Human Resource Director
Head Start, Inc.
615 North 19th Street
Billings, MT 59101**

Head Start, Inc. is an Equal Opportunity Employer

Teacher Position Description Head Start, Inc.

SUMMARY OF RESPONSIBILITIES

Provides high quality, individualized education to Head Start children in a center environment. Encourages and trains parents in the task of teaching their own children in the home environment to foster positive self-esteem and maximum family involvement.

SUPERVISOR: Education Director

POSITION STATUS: Full-time, Exempt, Pay Grade 7

ESSENTIAL DUTIES AND RESPONSIBILITIES

Planning:

- Follow procedures and directions established in the Head Start Teacher Manual.
- Prepare the learning environment so that it encourages discovery, experimentation and creative play.
- Plan, organize and execute daily lesson plans based on developmentally appropriate practices and using research-based methods and materials.
- Use observations and data to individualize lessons to meet children's developmental needs.
- When required, develop classroom interventions and/or Positive Guidance Plans for children who need more specific or individually-directed instruction.
- If classroom interventions are not successful, make appropriate referrals for further assessment and additional support of children's needs.

Supervision & Guidance:

- Implement a positive approach to guidance and behavior management that focuses on a child's strengths, takes a developmental view of behavior, and helps the child to learn new behavioral and social skills.
- Provide classroom structure and routines that assist young children in learning self-regulation and developing independence in self-care.
- Supervise children at all times to ensure a healthy and safe learning environment for children inside and outside the classroom.

Teaching

- Actively participate with children daily, both indoors and outdoors.
- Incorporate both child-guided and adult-guided educational experiences, taking advantage of both planned and unexpected learning opportunities.
- Encourage every child to explore, experiment, and be creative.
- Instill a love of learning.

TEACHER

Assessment:

- Implement the Galileo system to track children's growth in eight domains of learning.
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- Using the Galileo system, regularly collect and record observations and data on children's progress toward curriculum goals.
- Utilize DECA system in order to maintain accurate records of children's progress and desired outcomes.

Collaboration:

- When a child is involved in the special education process, participate in the multi-disciplinary assessment and the Individualized Education Program (IEP) meetings.
- Welcome parents, community visitors and volunteers into the classroom.
- Work collaboratively with classroom staff to plan activities, determine roles of each staff member, implement lessons, and reflect on results.
- Complete required two Home Visits and two parent-teacher conferences to reinforce the role of the family in their child's development.
- Communicate regularly and clearly with parents and classroom team to share curriculum and individual goals for children, and ways that parents can support their children's education.
- Share developmental outcomes and progress reports with parents/guardians and set appropriate goals with families that incorporate any special needs of the children.

Other:

- Use personal safety strategies while home visiting.
- Regularly communicate with supervisor regarding classroom status.
- Must maintain regular job attendance during the program year.

ESSENTIAL SKILLS

- Must maintain self-control and manage difficult or emotional situations with tact and professionalism.
- Must communicate clearly, both orally and in written format.
Must be organized to ensure timely and accurate documentation of required records and reports.
Must demonstrate respect and sensitivity at all times for cultural, racial and economic differences.
- Must treat others with respect and consideration to foster a teamwork environment.
- Must support and advocate Head Start's mission and philosophy.
Must be able to use computer technology and understand its application to organizational and/or departmental function.
- Engages parents and families and forms mutually supportive relationships with them.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Bachelor degree in Elementary Education, with Early Childhood Education (ECE) concentration preferred. Minimum of one year early childhood teaching experience required; or minimum qualifications of two year degree in ECE or related field with two years' early childhood teaching experience.

TEACHER

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk, listen, stand, walk, run and sit. While performing the duties of this job, the employee is also often required to use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms, climb stairs, balance, bend, stoop, kneel, crouch or crawl, taste or smell and move quickly to respond to children's health or safety needs.

The employee must frequently lift and/or move up to 40 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this position, the employee supervises children indoors and outdoors, is exposed to changing weather conditions, travels by vehicle, and will work in varied residential environments. Noise level is usually moderate to loud.

COMMENTS:

This description is intended to describe the essential job functions and requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of this position. Other functions and duties may be assigned as determined to be necessary for overall job accomplishment.